



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000

SECNAVINST 5430.7N  
AAUSN (SPD)  
9 June 2005

SECNAV INSTRUCTION 5430.7N

From: Secretary of the Navy

Subj: ASSIGNMENT OF RESPONSIBILITIES AND AUTHORITIES IN THE  
OFFICE OF THE SECRETARY OF THE NAVY

Ref: (a) U. S. Navy Regulations  
(b) DODD 5100.1 of 1 Aug 02  
(c) Title 10, U. S. Code  
(d) Executive Order 12879 of 8 Nov 93  
(e) SECNAVINST 5215.1D  
(f) SECNAVINST 5430.57 series  
(g) Title 40, U. S. Code  
(h) Title 44, U. S. Code

1. Purpose. To assign Department-wide responsibilities for administration of the Department of the Navy (DON) to and among the Civilian Executive Assistants and Staff Assistants to the Secretary of the Navy (SECNAV). This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. SECNAV Instructions 5430.7M, 5430.20D, 5430.26E, 5430.97, 5430.99, 5430.100, and 5740.27 are cancelled.

3. Organization.

a. Per reference (a), the DON is organized under the SECNAV and is composed of:

(1) The Office of the SECNAV, which includes the Civilian Executive Assistants and the Staff Assistants;

(2) The Office of the Chief of Naval Operations (CNO);

(3) The Headquarters, United States Marine Corps (HQMC);

(4) The entire operating forces;

(5) All field activities; and

(6) The Coast Guard when it is operating as a part of the Navy.

b. The Civilian Executive Assistants are:

- (1) The Under Secretary of the Navy;
- (2) The Assistant Secretary of the Navy (Financial Management and Comptroller);
- (3) The Assistant Secretary of the Navy (Installations and Environment);
- (4) The Assistant Secretary of the Navy (Manpower and Reserve Affairs);
- (5) The Assistant Secretary of the Navy (Research, Development and Acquisition); and
- (6) The General Counsel of the Navy.

c. The Staff Assistants are:

- (1) The Judge Advocate General;
- (2) The Naval Inspector General;
- (3) The Chief of Naval Research;
- (4) The Chief of Information;
- (5) The Chief of Legislative Affairs;
- (6) The Director, Office of Program Appraisal;
- (7) The Auditor General of the Navy; and
- (8) The DON Chief Information Officer.

4. Secretary of the Navy (SECNAV) Responsibilities. References (b) and (c) outline the responsibilities of the SECNAV to the Secretary of Defense and those responsibilities within the DON for its functioning and efficiency. Reference (c), as well as other applicable laws and regulations, identifies specific assignments of authority and responsibility. If the SECNAV dies, resigns, or is removed from office, reference (d),

augmented by applicable SECNAV instruction, determines succession.

5. Scope. Within the area of responsibility assigned in paragraph 7 below, each Civilian Executive Assistant is the principal civilian advisor and assistant to the SECNAV on the administration of the affairs of the DON. Each Staff Assistant is the principal advisor and assistant to the SECNAV, for their assigned duties, per paragraph 7 below. In carrying out these duties, the Civilian Executive Assistants and Staff Assistants support the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC), as prescribed in references (a) and (c) in the execution of their responsibilities.

a. CNO. The CNO is the principal Navy advisor and Navy executive to the SECNAV on the conduct of the Navy activities of the DON. The CNO performs duties under the authority, direction, and control of the SECNAV and is directly responsible to the SECNAV except as otherwise prescribed by law.

b. CMC. The CMC is the principal Marine Corps advisor and Marine Corps executive to the SECNAV on the conduct of Marine Corps activities of the DON. The CMC performs duties under the authority, direction, and control of the SECNAV and is directly responsible to the SECNAV except as otherwise prescribed by law.

c. Commandant of the Coast Guard. During times of war when the Coast Guard is operating as a part of the Navy, the Commandant of the Coast Guard reports to the CNO when reporting to the SECNAV.

6. Governance. The SECNAV assigns Department-wide responsibilities for areas essential to the efficient administration of the DON to and among the Civilian Executive Assistants and Staff Assistants. The SECNAV retains control of these and related policy matters, including the establishment of fundamental policies and the issuance of such orders and directives as are deemed necessary, per reference (e).

7. Responsibilities of Civilian Executive Assistants and Staff Assistants.

a. General Responsibilities. Civilian Executive Assistants and Staff Assistants are authorized and directed to act for

SECNAV within their assigned areas of responsibility and to supervise all functions and activities internal to their offices and assigned field activities, if any. They are ultimately responsible to the SECNAV for the use of resources and the operating efficiency of all activities under their supervision or command. Under the direction, authority, and control of the SECNAV, each Civilian Executive Assistant and Staff Assistant, within their assigned area of responsibility, will:

- (1) Perform the functions required or authorized by law;
- (2) Establish management policies, strategic direction, systems, procedures, standards, or make decisions that are necessary for effective administration in their respective areas of responsibility;
- (3) Review and evaluate actions regarding program development and execution;
- (4) Issue directives concerning matters over which they exercise command, control, or supervision after coordination with other Civilian Executive Assistants and Staff Assistants;
- (5) Recommend fundamental policies, orders, or directives for issuance by the SECNAV, in executing the responsibilities described in paragraph 4, which are considered necessary for the effective administration of the DON and beyond the scope of their individual responsibilities;
- (6) Organize and supervise the offices and organizations as assigned by the SECNAV;
- (7) Act as approving authority on behalf of the SECNAV in the Department of Defense (DOD) Directives Coordination (SD-106) Process; and
- (8) Perform other duties as assigned by the Secretary.

b. Civilian Executive Assistants.

- (1) The Under Secretary of the Navy (UNSECNAV) is designated as the deputy and principal assistant to the SECNAV,

and acts with full authority of the SECNAV in managing the DON.  
The UNSECNAV will:

(a) Oversee internal audits (through the Office of the Auditor General) and resolve disputed audit findings;

(b) Oversee the Naval Criminal Investigative Service (NCIS);

(c) Oversee all DON intelligence activities (includes foreign intelligence and counterintelligence), intelligence related activities, special access programs, sensitive activities, special activities and alternative compensatory control measures;

(d) Oversee all DON law enforcement, security and related investigative activities;

(e) Oversee all financial activities within the DON;

(f) Oversee DON contractor support services activities;

(g) Oversee internal support to the Office of the SECNAV through the Assistant for Administration (AAUSN) who provides administrative policy, guidance, procedures, and assistance to the Offices of SECNAV, the Civilian Executive Assistants and the Staff Assistants and their field offices, and through separate support agreements, to the Office of the CNO and HQMC;

(h) Supervise the Chief of Information;

(i) Supervise the Chief of Legislative Affairs;

(j) Supervise the Director, Small and Disadvantaged Business Utilization;

(k) Establish annual DON objectives;

(l) Manage the DON Senior Executive Service Program and set overall policy regarding executive positions and personnel; and

(m) Make recommendations to the SECNAV to resolve disputes concerning responsibilities among Civilian Executive Assistants or Staff Assistants.

(2) The Assistant Secretary of the Navy (Financial Management and Comptroller) (ASN(FM&C)) is the SECNAV's principal financial advisor and is responsible for all matters relating to financial management and comptrollership within DON. The ASN(FM&C) has sole responsibility for comptrollership within the Office of SECNAV, the Office of CNO, and HQMC. No other office or entity may be established or designated therein to perform these responsibilities. The ASN (FM&C) will:

(a) Act as liaison with the Under Secretary of Defense (Comptroller) and with Assistant Secretaries of Defense, as appropriate and relevant, in matters of mutual concern;

(b) Act as liaison with the Government Accountability Office (GAO), the Office of Management and Budget (OMB), and the Inspector General of the Department of Defense (DODIG) on financial matters;

(c) Act as liaison with the Defense Finance and Accounting Service (DFAS) on matters relating to financial accounting, disbursing (finance), and related automated system support;

(d) Act as liaison with the Congressional appropriations committees on all matters and with the Office of Legislative Affairs, the Congressional liaison offices of the Secretary of Defense, and the other Military Departments for all appropriations matters;

(e) Oversee the Planning, Programming, Budgeting, and Execution System (PPBES);

(f) Establish principles, policies, and procedures to supervise and direct the preparation of budget estimates;

(g) Approve and supervise financial management and asset management systems throughout the DON for appropriated, non-appropriated and special funds;

(h) Carry out the responsibilities delegated to the

DON by the Under Secretary of Defense (Comptroller) in establishing and supervising the execution of principles, policies, and procedures to be followed in connection with organizational and administrative matters relating to:

1. The preparation and execution of budgets;  
2. Fiscal, cost, operating, and capital property accounting; and

3. Progress and statistical reporting;

(i) Provide policy oversight for cost analysis, providing an independent capability to estimate life cycle costs of major weapons systems and automated information systems and maintain tools for such purposes; and

(j) Guide, direct, and coordinate the education, training, and career development of financial management personnel.

(3) The Assistant Secretary of the Navy (Installations and Environment) (ASN(I&E)) is responsible for formulating Department-wide policies and procedures on, providing advocacy and strategic planning for, and overseeing all DON functions and programs relating to installations, safety, environment, and strategic sourcing (including implementation of OMB Circular A-76). The ASN (I&E) will:

(a) Act as liaison with the Occupational Safety and Health Administration and Deputy Under Secretary of Defense (Personnel and Readiness), the Deputy Under Secretary of Defense (Installations and Environment), other Assistant Secretaries of Defense, the Commander, Naval Safety Center, the Director, Safety Division, Headquarters, U.S. Marine Corps, and the Surgeon General of the Navy, as appropriate and relevant, in matters of mutual concern;

(b) Coordinate with the Deputy Commandant for Installations and Logistics and the Director of Material, Readiness and Logistics, as appropriate and relevant, in matters of mutual concern;

(c) Act as liaison with Federal and State regulators and Non-Governmental Organizations (NGOs) for the purpose of communicating DON positions and negotiating agreements related to the ASN(I&E) functions and programs;

(d) Establish and supervise execution of Departmental principles, policies, and procedures to be followed in matters relating to:

1. Environmental protection including environmental planning, installation restoration, munitions response, pollution prevention, compliance, marine resources protection, and natural and cultural resources conservation;

2. Acquisition, use, and disposal of real property, housing, and other facilities, to include planning, and all real estate contract actions connected therewith;

3. Construction, operation, management, maintenance, and repair of installations, housing, and other facilities including military housing, utilities privatization, and similar infrastructure programs;

4. Closures and realignments of installations under applicable base closure laws including disposition of personal property associated with such closures and realignments; and

5. Ensuring the safety, occupational health and fire protection of military and civilian personnel;

(e) Directly supervise the Base Realignment and Closure (BRAC) Program Management Office.

(4) The Assistant Secretary of the Navy (Manpower and Reserve Affairs)(ASN(M&RA)) is responsible for the overall supervision and oversight of manpower and reserve component affairs of DON including the development of programs and policy related to military personnel (active and reserve component) and the civilian workforce. The ASN(M&RA) will:

(a) Act as liaison with the Under Secretary of Defense (Personnel & Readiness), the Assistant Secretaries of Defense for Reserve Affairs, Health Affairs, and other Under and



Assistant Secretaries of Defense, as appropriate and relevant, in matters of mutual concern;

(b) Coordinate with the Deputy Commandant for Manpower and Reserve Affairs and the Chief of Naval Personnel, as appropriate and relevant, in matters of mutual concern;

(c) Develop, administer, and evaluate all civilian personnel management and equal employment opportunity programs;

(d) Develop and manage execution of the DON's human capital strategy and total force integration initiatives;

(e) Oversee the:

1. Force Management Oversight Council (FMOC);
2. SECNAV Council of Review Boards (Naval Discharge Review Board, Naval Clemency and Parole Board, Naval Physical Evaluation Board, Naval Complaints Review Board);
3. Board for Correction of Naval Records;
4. Board of Decorations and Medals;
5. National Naval Reserve Policy Board;
6. Marine Corps Reserve Policy Board;
7. Secretary of the Navy Advisory Committee on Retired Personnel;
8. Standing Committee on Military and Civilian Women in the DON;
9. Standing Committee on Alcohol Abuse Prevention and Alcohol Use Deglamorization;
10. Human Resources Service Delivery Board of Directors; and
11. Fisher House Program;

(f) Develop and administer policies and programs pertaining to family members of DON military personnel, drug and alcohol abuse and demand reduction, family advocacy, and programs designed to enhance the quality of life of all military personnel;

(g) Supervise the execution of DON medical and health programs;

(h) Supervise DON assistance to Federal programs for drug interdiction;

(i) Develop and implement programs for Core Values, character, leadership, equal opportunity, gender integration, and related issues; and

(j) Conduct secretarial review of the general court-martial authority's action on Complaints of Wrong against commanding officers or other superiors, under Article 138 of the Uniform Code of Military Justice, or reference (a).

(5) The Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RD&A)) has sole responsibility within the Office of the SECNAV, the Office of CNO, and HQMC for the acquisition function, except for military requirements determinations and operational test and evaluation. The ASN(RD&A) will:

(a) Act as liaison with the Under Secretary of Defense (Acquisition, Technology, and Logistics) and with Assistant Secretaries of Defense, as appropriate and relevant, in matters of mutual concern;

(b) Serve as the Navy Acquisition Executive (NAE) with responsibility for overseeing the performance of the DON's acquisition system and representing the DON before the Under Secretary of Defense (Acquisition, Technology and Logistics) and Congress on all matters related to acquisition policy and programs;

(c) Serve as the DON Senior Procurement Executive and perform the functions of that position as established by law, executive order, or regulation;

(d) Establish policy and procedures and be responsible for all research, development and acquisition;

(e) Manage the acquisition management structure and process in a manner that is consistent with, and supportive of, the requirements, policies, and provisions of reference (c) and other applicable DOD policy;

(f) Recommend milestone decisions on Acquisition Category (ACAT) ID programs and serve as the program decision authority for ACAT IC, II and III programs;

(g) Establish policy, procedures and oversight concerning competition, product integrity, procurement integrity and accountability, and the viability of the defense industrial base;

(h) Establish and appoint membership of the Navy Contract Adjustment Board;

(i) Provide oversight of the DONs international research, development, and acquisition efforts including:

1. Security assistance programs;
2. International cooperation acquisition programs;
3. Technology transfer; and
4. Arms control agreement implementation and compliance;

(j) Nominate personnel to the SECNAV for selection as Program Executive Officers and major program managers, after coordinating with the CNO or the CMC;

(k) Provide oversight of those management and technical activities needed to ensure that integrated logistics support is established to support new systems and system upgrades to required levels of operational effectiveness;

(l) Manage the Research, Development, Test and Evaluation (RDT&E) appropriation;

(m) Establish policy and provide oversight for acquisition workforce management and career development;

(n) Co-chair the Technology Transfer and Security Assistance Review Board and serve as the DON implementation and compliance manager for arms control agreements;

(o) Supervise the Chief of Naval Research;

(p) Supervise the Director, Navy International Programs Office;

(q) Supervise the Program Executive Officers and Direct Reporting Program Managers;

(r) Supervise the Commanders of all Systems Commands for acquisition matters;

(s) Grant approvals and make determinations regarding leases, sales, donations, transfers, or disposals of ships or other personal property, except for personal property at a base closed or realigned under applicable base closure; and

(t) Grant approvals and make determinations regarding sales of Government goods and services to private parties (for example, DON performing work for private parties or generating partnering agreements with private parties).

(6) The General Counsel of the Navy is the Chief Legal Officer of the Navy and heads the Office of the General Counsel (OGC). The legal opinions issued by the General Counsel are the controlling legal opinions within the DON. The responsibilities assigned to the General Counsel by this instruction do not affect determinations required by law to be made by the Judge Advocate General. The General Counsel will:

(a) Provide or supervise the provision of legal advice and services to the SECNAV, the Civilian Executive Assistants, and the Staff Assistants on all matters affecting the DON;

(b) Provide or supervise the provision of legal services in subordinate commands, organizations, and activities in the areas of business and commercial law, real and personal property law, intellectual property law, fiscal law, civilian personnel and labor law, environmental law, and, in coordination with the Judge Advocate General, such other legal services as may be required to support the mission of the Navy and the Marine Corps, or the discharge of the General Counsel's responsibilities as described in this instruction;

(c) Conduct litigation involving the areas enumerated above and oversee all litigation affecting the DON;

(d) Supervise attorneys within the OGC, including the authority to appoint, assign, promote, evaluate the performance of, and remove attorneys in the OGC;

(e) Exercise position management authority;

(f) Serve as the Designated Agency Ethics Official (DAEO) of the DON;

(g) Assist the UNSECNAV in the oversight of NCIS;

(h) Assist the UNSECNAV in the oversight of all DON intelligence activities (includes foreign intelligence and counterintelligence), intelligence related activities, special access programs, sensitive activities, special activities and alternative compensatory control measures; and

(i) Assist the UNSECNAV in the oversight of all DON law enforcement, security and related investigative activities.

c. The Staff Assistants assist the SECNAV, the Civilian Executive Assistants, Office of the CNO, and HQMC. They perform specific duties and responsibilities as the SECNAV assigns or as required by law.

(1) The Judge Advocate General (JAG) commands the Office of the Judge Advocate General and is the Chief of the Judge Advocate General's Corps. The JAG maintains a close working relationship with the General Counsel on all matters of common interest. The JAG will:

(a) Provide or supervise the provision of all legal advice and related services throughout the DON, except for the advice and services provided by the General Counsel;

(b) Perform the functions required or authorized by law;

(c) Provide legal and policy advice to the SECNAV on military justice, administrative law, claims, operational and international law, and litigation involving these issues; and

(d) Act on other matters as directed by the SECNAV.

(2) The Naval Inspector General (NAVINSGEN) is the senior investigative official in the DON and the principal advisor to the SECNAV, the CNO, and the CMC on all matters concerning inspection, investigations, and audit follow-up. No other office or entity within the Office of the SECNAV, the Office of the CNO, or HQMC may be established or designated to perform this responsibility. To accomplish these functions, the NAVINSGEN shall have unrestricted access, by any means, to any information maintained by any DON activity, that the NAVINSGEN deems necessary, unless specifically restricted by the SECNAV. All DON personnel shall respond to any request or inquiry by the NAVINSGEN as if made by the SECNAV. The NAVINSGEN will:

(a) Issue DON policy and procedures for the conduct of inspection, investigations, and inquiries under the NAVINSGEN's authority and ensure compliance therewith. (Inspection, investigations, and inquiries are further defined in reference (f)). The NAVINSGEN shall provide the SECNAV, the CNO, and the CMC information independent of the normal subordinate lines of authority and command;

(b) Inspect, investigate or inquire into any and all matters of importance to the DON with particular emphasis on readiness, including, but not limited to effectiveness, efficiency, economy, integrity, discipline, morale, and ethics; environmental protection; safety and occupational health; medical and dental matters; physical security; information systems management; personnel support services and other issues affecting quality of life; and command relationships and organizational structures;

(c) Exercise broad supervision, general guidance, and coordination for all DON inspection, evaluation, and appraisal organizations to minimize duplication of efforts and the number of necessary inspections;

(d) Through analysis of available information, identify areas of weakness in the DON as they relate to matters of integrity and efficiency, and provide appropriate recommendations for improvement;

(e) Lead efforts in executing the DOD/DON Hotline program as the DOD/DON Hotline Coordinator, including Military Whistleblower Protection Act investigations;

(f) Cooperate with the DODIG;

(g) Provide oversight of intelligence and special activities;

(h) Have overall authority over those specific inquiries within the purview of the NAVINSGEN in which the NCIS and/or the Naval Audit Service may have an interest;

(i) Support performance of the Inspector General function for the Marine Corps through the Deputy NAVINSGEN for Marine Corps Matters (DNIGMC), a Marine Corps General Officer within the Office of the NAVINSGEN. The DNIGMC is the senior investigative official within the Marine Corps and the principal Marine Corps advisor to the CMC on all matters concerning inspections and investigations. The DNIGMC shall direct performance of the NAVINSGEN mission and functions as they apply to the Marine Corps;

(j) Relationship with NCIS. NCIS is primarily responsible for investigating actual, suspected, or alleged major crimes within the DON. In addition, NCIS has primary jurisdiction in the investigation of fraud offenses within the DON, save for procurement fraud investigations that are the responsibility of the DODIG. As a general rule, the NAVINSGEN shall avoid conducting investigations that focus on individual criminal activity. Similarly, NCIS shall refrain from conducting investigations concerning the effectiveness of command procedures for good order and discipline or the effectiveness with which command personnel have carried out

their duties. In the event that the Director, NCIS, and the NAVINSGEN disagree about which of the two agencies shall handle a particular investigation, the matter shall be referred to the SECNAV for decision.

(3) The Chief of Naval Research (CNR) shall command the Office of Naval Research and assigned shore activities. The CNR is the DON's science and technology executive, a Deputy Assistant Secretary of the Navy-level official responsible for science and technology management, policy, and oversight for the SECNAV. The CNR will:

(a) Encourage, promote, plan, initiate, and coordinate naval research;

(b) Conduct naval research in augmentation of and in conjunction with the research and development conducted by other agencies and offices of the DON;

(c) Supervise, administer, and control activities within or for the DON relating to patents, inventions, trademarks, copyrights and royalty payments, and matters connected therewith;

(d) Execute and manage programs for which funds are provided in the basic and applied research and advanced technology categories of the DON RDT&E budget in such a manner that will foster the transition of science and technology to higher levels of research, development, test, and evaluation;

(e) Serve as the Responsible Office for the DON RDT&E appropriation on behalf of the ASN(RD&A);

(f) Execute and administer contracts, grants, cooperative agreements, and other transactions for services and materials to conduct research or make or secure reports, tests, models or apparatus;

(g) Represent the DON on the Defense Science Board and administer and coordinate the efforts of the Naval Research Advisory Committee;

(h) Provide policy direction and oversight to Navy Corporate Laboratories and R&D centers;



(i) Manage the DON Small Business Innovative Research (SBIR) program;

(j) Direct, as Technical Manager, the Naval Science and Technology Reserve Program; and

(k) Manage the DON Domestic Technology Transfer Program. Cultivate a collaboration between DON S&T communities and industry to promote collaborative efforts resulting in the transfer of military technology to the commercial sector.

(4) The Chief of Information (CHINFO) is the direct representative of the SECNAV in all public affairs and internal relations matters. The CHINFO is authorized to implement DON public affairs and internal relations policies and to coordinate those Navy and Marine Corps activities of mutual interest in the areas of public information, internal information, and community relations. The CHINFO has sole responsibility for Public Affairs within the Office of SECNAV, the Office of CNO, and has a deputy for Marine Corps matters. No other office or entity may be established or designated therein to perform this responsibility. The CHINFO will:

(a) Provide or supervise the provision of all public affairs advice and related services throughout the DON. The CNO and the CMC will conduct their respective services' internal information programs and community relations programs, and implement the SECNAV's public affairs policy and directives, per CHINFO guidance;

(b) Report as an additional duty to the CNO for support of the CNO responsibilities outlined above, and provide such staff support as the CNO considers necessary to perform those duties and responsibilities;

(c) Support performance of the Public Affairs function for the Marine Corps through the Deputy Chief of Information for Marine Corps Matters who may report directly to the SECNAV regarding public information matters related solely to the Marine Corps. The Deputy Chief will promptly inform the CHINFO regarding the substance of all independent contacts with the SECNAV pertaining to Marine Corps matters. The Deputy Chief of Information for Marine Corps Matters will report to the CMC

for support of the responsibilities outlined above, and will provide such staff support as the CMC considers necessary to perform those duties and responsibilities; and

(d) Determine staffing requirements for the Office of Information, ensuring that the CNO and CMC are provided support necessary to perform public affairs related duties and responsibilities.

(5) The Chief of Legislative Affairs (CLA) is responsible for the Office of Legislative Affairs. The CLA has sole responsibility for Legislative Affairs within the Office of SECNAV, the Office of CNO, and HQMC (except as it relates to appropriations committees). No other office or entity may be established or designated therein to perform this responsibility. The CLA will:

(a) Develop, coordinate, and process DON actions relating to proposed legislation, Executive Orders and Presidential Proclamations sponsored by or officially referred to the DON;

(b) Develop, coordinate, and process DON actions relating to congressional investigations and other pertinent matters affecting relations between Congress and the DON;

(c) Provide Members and Committees of Congress with information concerning the actions, plans, and programs of the DON, where appropriate;

(d) Monitor and evaluate congressional proceedings and other congressional actions affecting the DON and provide pertinent information to appropriate DOD officials and offices;

(e) Coordinate and make arrangements for the presentation of all DON matters before Congress;

(f) Process correspondence from Members of Congress in matters of personal interest involving their constituents;

(g) Coordinate delivery of classified information to Congress in accordance with prescribed policies;

(h) Supervise travel arrangements for congressional travel undertaken as an official responsibility of the DON; and

(i) Maintain continuous and direct liaison with Congress, DOD, and other governmental agencies in connection with the above matters.

(6) The Director, Office of Program Appraisal (OPA) reports directly to the SECNAV. Director, OPA will:

(a) Develop and promote DON strategies, business, and enterprise themes;

(b) Serve as liaison to the Office of the Secretary of Defense (OSD) on matters of strategic interest;

(c) Serve as Performance Management Coordinator coordinating the annual performance plan, reports, and monitoring execution throughout the DON; and

(d) Execute initiatives of strategic interest, as the SECNAV directs.

(7) The Auditor General (AUDGEN) is the senior audit official in DON, the principal advisor to the SECNAV, the CNO, and the CMC on all audit-related matters, and serves as Director of the Naval Audit Service (NAVAUDSVC). The AUDGEN has sole responsibility for auditing within the Office of the SECNAV, the Office of CNO, and HQMC. No other office or entity may be established or designated therein to perform this responsibility. Per reference (c) certain positions in the NAVAUDSVC may not be held by a member of the Armed Forces on active duty. To accomplish the audit function, the AUDGEN shall have unrestricted access, by any means, to any information maintained by any DON activity, that the AUDGEN deems necessary, unless specifically restricted by the SECNAV. All DON personnel shall respond to any request or inquiry by the AUDGEN within the scope of the audit function, as if made by the SECNAV. The AUDGEN will:

(a) Develop and implement DON internal audit policies, programs, and procedures within the framework of generally accepted Government auditing standards policy established by the GAO as implemented by the DODIG;

- (b) Conduct internal audits within the DON;
  - (c) Participate in DOD Joint Audit Planning Groups;
  - (d) Develop an annual DON Audit Plan;
  - (e) Participate in the audit resolution program;
  - (f) Serve as the focal point for internal audit policy related to the DON Management Control Program;
  - (g) Oversee audits conducted by non-appropriated fund organization auditors and DON local audit organizations;
  - (h) Monitor audit services provided under DON contracts to ensure contracted auditors comply with contract requirements, generally accepted Government auditing standards, and DOD audit guidance;
  - (i) Provide audit assistance to the NCIS;
  - (j) Support the NAVINSGEN in executing the DON Audit Follow-up Program;
  - (k) Have overall authority over those specific audits within the purview of the Naval Audit Service in which the NCIS and/or NAVINSGEN may have an interest; and
  - (l) Coordinate and cooperate about audit matters with the DODIG, other Services' internal audit services (including performance of peer reviews), and the GAO.
- (8) The Department of the Navy Chief Information Officer (DON CIO) reports directly to the SECNAV and heads the Office of the DON CIO. The DON CIO is the DON's senior information management (IM), information technology(IT) (including national security systems), and information resources management (IRM) official, serves as the SECNAV's principal advisor on IM/IT and IRM matters, and is responsible for information, information technology, and information resource management matters. The DON CIO has sole responsibility for the IM function within the Office of SECNAV, the Office of CNO, and

HQMC. No other office or entity may be established to perform these responsibilities. The DON CIO will:

(a) Carry out the IM/IT responsibilities and duties set forth in references (c), (g), and (h);

(b) Develop DON-wide IM/IT strategic direction, policy, standards, and guidance;

(c) Oversee DON IM/IT compliance with applicable statutes, regulations, policy, and guidance;

(d) Develop, maintain and facilitate an integrated DON Enterprise IT architecture that complies with Federal and DOD architectures;

(e) Ensure that DON IT complies with Government and DOD standards and is interoperable with other relevant IT systems;

(f) Lead the DON IT investment management review process in coordination with the ASN(FM&C);

(g) Ensure compliance with applicable Information Assurance (IA) requirements including the development and maintenance of an integrated Department-wide IA Program;

(h) Serve as the DON Critical Infrastructure Assurance Officer (CIAO), responsible for all aspects of the Department's infrastructure protection program, including both physical and cyber assets;

(i) Promote the effective and efficient design and operation of all major Information Resources Management processes, including improvement to work processes for the DON;

(j) Serve as the Community Leader for the DON IM/IT workforce and develop IM/IT Workforce policies, plans, and guidance, in coordination with the ASN(M&RA), as appropriate, to ensure that the DON has sufficiently trained personnel in IM/IT competencies; and

(k) Serve as primary liaison with the GAO, the OMB, and the Assistant Secretary of Defense (Networks and Information

Integration)/DOD CIO and other appropriate organizations on IM/IT matters.

8. Delegation of Authority. The SECNAV is frequently assigned additional authorities and responsibilities. Many of these are provided formally, such as through United States Code or public law, DOD directives and instructions, or through written memoranda; others are less formally presented. Regardless of origin, the details of each assignment should be captured and the authority delegated to the appropriate level in the DON. Once the authority is delegated, the organization executing that responsibility should be able to describe their procedures and policies efficiently and authoritatively.

a. The publication of a SECNAV directive as described in reference (e) may be necessary to execute these delegations of authority. SECNAV directives often include a delegation of authority or assignment of responsibility. Directives as described in reference (e) may continue to provide written guidance on selected authorities and responsibilities.

b. Additionally, other delegations may be of a specific nature or for a limited duration and should be considered for inclusion in the Delegation of Authority database to describe individual assignments of responsibility or delegations of authority. Approved delegations in this database will have the same authoritative assignment and force as any approved SECNAV directive. Directives issued from organizations that have been delegated specific authorities and responsibilities in the Delegation of Authority database will have the same force as any approved SECNAV directive.

c. Directive issuance authority is granted per reference (e) for the Civilian Executive Assistants and to certain Staff Assistants for areas in which they have been delegated an authority in this document or in the Delegation of Authority database. Any authorized directive issued under this provision would also have the force of a SECNAV directive since it is empowered by the approved delegation of authority from the SECNAV.

d. Other kinds of issuances may be published by Civilian Executive Assistants and certain Staff Assistants per reference (e) to describe the procedures and techniques of implementation

of delegated authorities. Compliance with the provisions of these issuances is mandatory to the extent specified in the issuance. This includes, but is not limited to, the establishment of these types of issuances:

(1) SECNAV Directory (SECNAVDRCT) is a compilation, systematically arranged in alphabetical or classed order, such as a listing of addresses, affiliations, functions, and similar data.

(2) SECNAV Handbook (SECNAVBOOK) is a concise reference book on the technical aspect of a particular subject or a compilation of factual data and instructional material not subject to frequent change.

(3) SECNAV Manual (SECNAVMAN) is a document consisting of procedures that usually contains examples for performing specific tasks.

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